

## Conversion to Electronic Medical Records Checklist for DAWN

*I understand that your emergency department is planning to convert to electronic charts in the near future. In my role as a Facility Liaison for DAWN, I have had the opportunity to work with staff at several hospitals during their transition from paper to electronic charts. I realize what a stressful and sometimes confusing time this can be for everyone involved. I would be happy to help in whatever way I can to make this transition as seamless as possible for the staff in your hospital working on DAWN. To help minimize the burden to you, I have prepared a brief checklist of items to consider when planning for the electronic conversion.*

- ✓ **New Security Protocols** – Are there new protocols for security clearance and hospital badges post conversion?\*
- ✓ **User IDs and Passwords** – Will the DAWN reporter and Facility Liaison need new passwords or user IDs?
- ✓ **Access** – The level of electronic medical record access for the DAWN reporter and Facility Liaison (Read-only, View-only, Vendor access or Contract Worker access) is usually sufficient. The DAWN reporter and Facility Liaison will need continued access to sensitive cases including SARS and psych.
- ✓ **Timeline** – During the transition from paper to electronic charts, will the DAWN reporter need access to paper or to both paper and electronic charts?
- ✓ **Workspace** – Will the DAWN reporter need to change his/her workspace or will he or she now have access to a computer?
- ✓ **Training** - Please think about including the DAWN reporter and Facility Liaison in any training sessions on navigating the electronic medical record and accessing the patient census.
- ✓ **Questions** – Is there a Help desk telephone number and/or IT contact available to the DAWN reporter and Facility Liaison?
- ✓ **“Go Live” Week** – The DAWN reporter can suspend work for a few days while your staff adjust to the new system. Alternatively, you may want the DAWN reporter and Facility Liaison to be available to speak with the electronic medical record vendors about DAWN-specific issues.

*I am willing to answer any questions you may have regarding the conversion and DAWN.*